

QUICK TIPS

CHANGING YOUR PASSWORD

You can change your password two (2) ways:

- Change your password from the Workday Sign In page .
- Change your password while logged in to Workday.

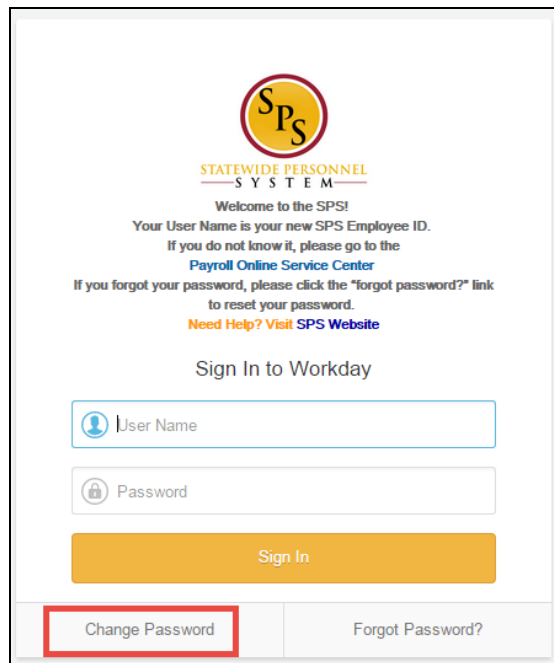
PASSWORD RULES

- Your new password must not be the same as your current password or user name.
- Minimum number of characters: 8
- Must have **at least one** of the following character types:
 - Uppercase letters (A,B,C...)
 - Lowercase letters (a,b,c...)
 - Numerals (0 – 9)
 - Special characters as follows:
!"#\$%&'()*+,-./:;<=>@[\\]^_`{|}~.

CHANGE PASSWORD FROM SIGN IN PAGE

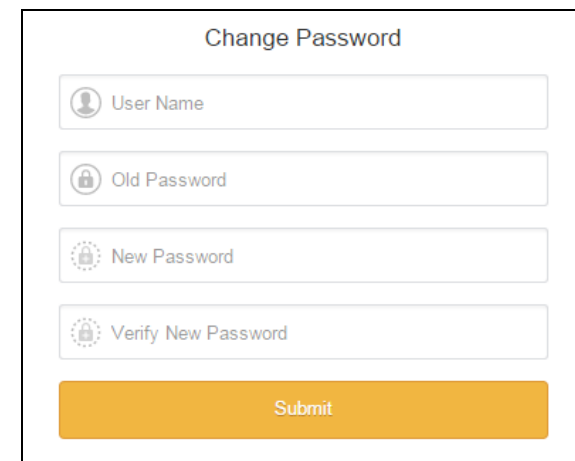
To change your password before logging in...

1. On the Workday sign-in page, click the **Change Password** hyperlink.



The screenshot shows the Workday sign-in page for the Statewide Personnel System. At the top is the SPS logo and the text 'STATEWIDE PERSONNEL SYSTEM'. Below that, it says 'Welcome to the SPS!' and 'Your User Name is your new SPS Employee ID.' It provides instructions for users who don't know their user name or forgot their password. There are two input fields: 'User Name' and 'Password', followed by a 'Sign In' button. At the bottom, there are two links: 'Change Password' (highlighted with a red box) and 'Forgot Password?'.

2. The **Change Password** page displays. Enter the following information:
 - a. **User Name** – Enter your user name (Employee ID).
 - b. **Old Password** – Enter your old password
 - c. **New Password** – Enter your new password
 - d. **Verify New Password** – Re-enter your new password




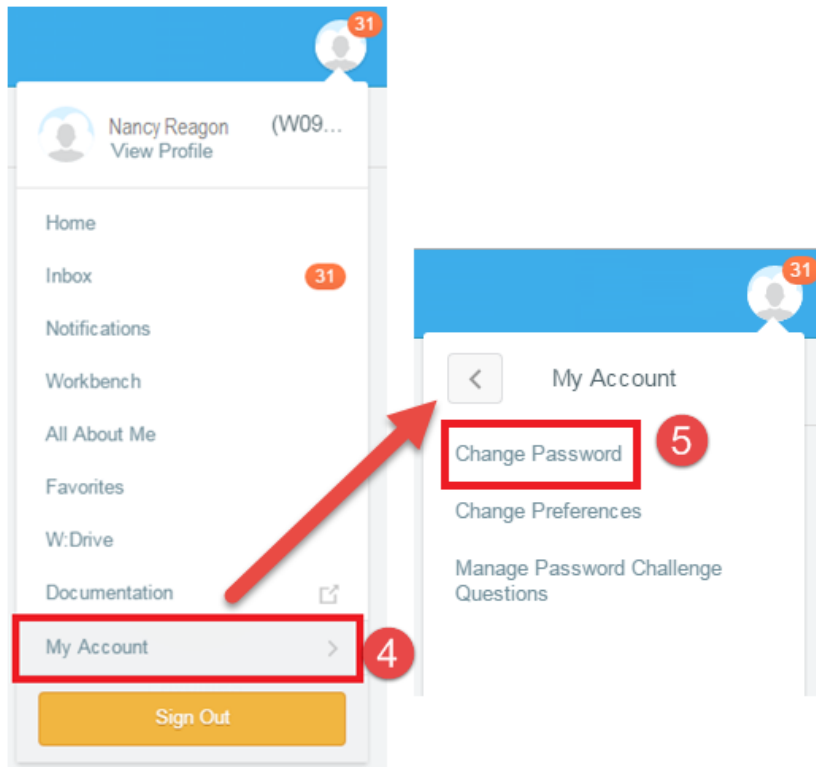
The screenshot shows the 'Change Password' page. It has a title 'Change Password' at the top. Below the title are four input fields: 'User Name', 'Old Password', 'New Password', and 'Verify New Password'. At the bottom is a yellow 'Submit' button.

3. Click the **Submit** button to complete your password change. Use your new password, the next time you log into Workday.

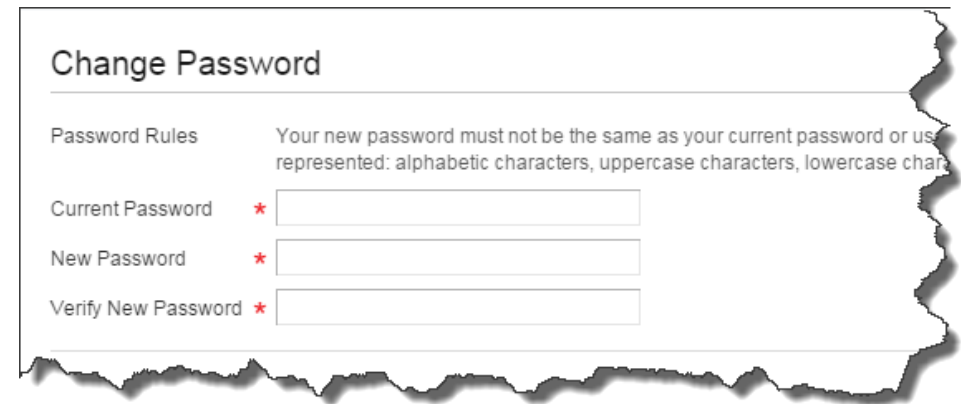
CHANGE PASSWORD WHILE LOGGED IN

To change your password while logged in...

1. On the Workday sign-in page, enter your user name (Employee ID) and password.
2. Click **Sign In**.
3. In the top right corner, click on the **My Account**  icon.
4. Click the **My Account** list item.
5. Then, click the Change **Password** list item.



6. The **Change Password** page displays. Enter the following information:
 - a. **Current Password** – Enter your old password
 - b. **New Password** – Enter your new password
 - c. **Verify New Password** – Re-enter your new password



The screenshot shows the 'Change Password' page with a torn edge effect. It includes a 'Password Rules' section with the text: 'Your new password must not be the same as your current password or us... represented: alphabetic characters, uppercase characters, lowercase char...'. Below this are three input fields: 'Current Password *', 'New Password *', and 'Verify New Password *'.

7. Click **OK** to complete your password change.
8. The **Change Password** confirmation page displays.
9. Click the **Done** button.